

UNITED STATES GOVERNMENT

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## Memorandum

TO : Chief, Administrative Staff, OL

DATE: 23 January 1963

FROM : Chief, Real Estate and Construction  
Division, OL

SUBJECT: Report of Objectives and Accomplishments

REFERENCE: (a) Memo dated 26 December 1962, from Chief, Administrative Staff, OL, to Chief, Real Estate and Construction Division, OL, Same Subject

(b) LI 5-500-6 dated 14 January 1958

1. As requested in reference (a) we are commenting on the stage of completion as of 1 January 1963 of the Division's objectives as set forth in our memorandum to you dated 17 July 1962. These comments are numbered as the objectives appear in reference (a). New objectives are listed for the period 1 January 1963 - 30 June 1963.

2. Accomplishments

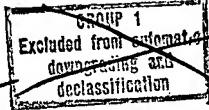
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a & e. For all practical purposes the construction of the Headquarters Building and associated facilities is complete and the Logistics Services Division has taken over from Real Estate & Construction Division. Minor heating and air conditioning problems remain to be solved and minimum work is to be performed before the Auditorium is fully accepted between the 15th and 28th of February 1963. The RE&CD will supervise the correction of these problems to a satisfactory conclusion. The Headquarters Building construction project as such will not appear in future reports of the RE&CD. Reports on the Headquarters Building will be forthcoming from the Logistics Services Division.

b. Study of Overseas Hardship Stations: Such study must be predicated on firm facts. To this end the "Real Property Summary" form was filled out from RE&CD records and forwarded to all Stations by August 1962 for review, correction and return. In October 1962 a study of this data was made as to leased quarters costs. It was found that, of those living in leased quarters, 30 per cent of overseas employees had quarters costing less than their quarters allowance and 70 per cent were in

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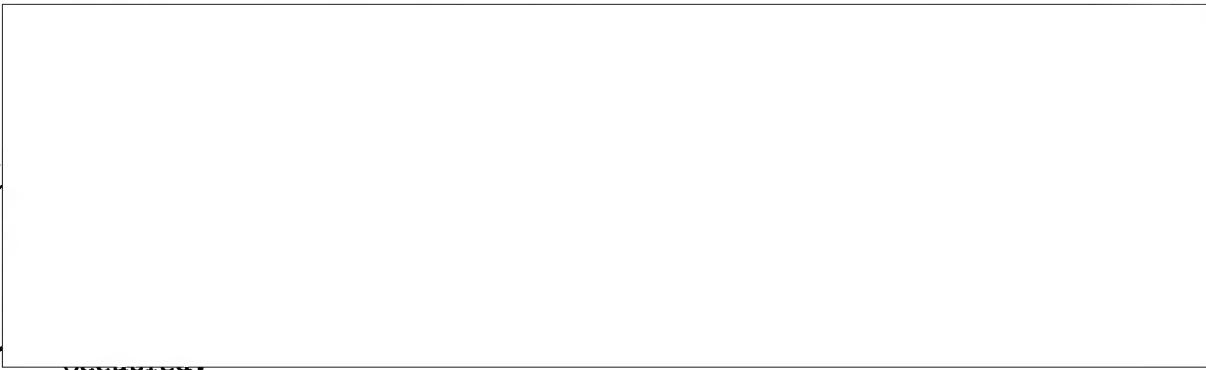
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excess of that allowance. All areas exceeded in net dollars their total allowances, ranging from 6 per cent over in EE to 46 per cent in AF. Subsequently, additional data received caused the AF excess to rise to 73 per cent. A special study on AF now is progressing, which will attempt to determine basic reasons for the excess and the experience of other U. S. Agencies in the area.

Generally, the Agency pays somewhat more to house its employees in each salary bracket than the allowance established by Standardized Regulations; a study of twelve major stations showed, the spread being about 6 per cent of employee income.

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36 *Accord*  
36 *occupant*

f. Space is available for the relocation of the Map Library and TSD/GARB, the two stay-behind elements that remain to be moved.

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38 *Off*

TSD/GARB will move that part of its activities now in the basement of North Building and consolidate with that part now located in Central Building. The moves will be made upon completion of construction modifications by GSA.

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Central Building. GSA has plans and specifications for the modifications in both buildings and is in the process of awarding construction contracts. Relocation of these two elements should be made about 1 July 1963 and will conclude the relocation of the stay-behind elements.

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g. Liaison with other Departments and Agencies: Efforts are made to have personal interviews with established liaison officials when possible, as the preferred method of conducting Agency business. With few exceptions we confer at the convenience of the contact and in his office in order to build up good-will and improve security. Although the past year has seen a turn-over in many of the contacts, good relationships and the reputation for such continues.

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h. The Construction and Utilities Engineering Branches continue to monitor new and continuing construction projects, domestic and foreign, with the emphasis to date [redacted]

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Domestic projects are [redacted]

Monitoring and

supervision of these domestic projects, by reason of their relative proximity to Headquarters, has been accomplished by on-site TDY visits of engineering personnel. The numerous and widely scattered projects in the FE area have been inspected and supervised on-site by the FE Area Engineer [redacted] and his assistant, [redacted] both assigned PCS from the Division. Field reports are expected by Headquarters from the Area Engineer but the pressure of his many and varied duties have held such reports to a bare minimum. In other foreign areas, where construction is generally not extensive, supervision and inspection is accomplished under the direction of the maintenance engineer or superintendent, if available, or the cover organization with reports to Headquarters through the area division. If the scope of the project justifies it, engineering personnel from the division are assigned TDY to the project. Overall review and approval of construction projects has been accomplished at Headquarters by the division.

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i. Quality of Records on Real Estate Holdings: Interest shown during the past year by high echelon officials, in the extent and value of Agency realty holdings, has been a beneficial stimulus to the continuing efforts toward improvement in the quality of records. There has been an 80 per cent return of the Real Property Summary forms after four months and a follow-up request is expected to bring in the balance. The revised real estate regulation requires sound records and information in RECD for satisfactory administration.

3. Objectives: 1 January - 30 June 1963 (Your paragraph 2)

Acquisition Branch

a. Administration of FR 45-10b (revised 1/1/63) requires reliable information on the realty market and Agency holdings at all Stations. Efforts will be made to have appropriate data readily available to enable quick and sound decisions to be made to field requests on employee housing, especially relating to the formula application of quarters allowance and to official housing authority.

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b. Compile reliable information on domestic housing costs, by various salary brackets, for application to those areas where it is determined that financial assistance is required to maintain employee morale and availability.

c. Continue efforts to obtain complete data from proprietaries as to the real estate holdings and facilitate such by convincing assurances of secure handling of this sensitive information.

Engineering Branches

a. Coordinate with the Air Force on the construction of 16 new houses [ ] as part of an overall package being developed by the Air Force for the construction of 250 houses throughout the Far East.

b. Coordinate in the initial stages of planning and design for a Commo facility [ ]

c. Complete design and construction of a Vibration Test Laboratory and complete expanded power generating facilities at [ ]

d. Complete construction projects now in progress at [ ]

e. Proceed with the extensive construction project at [ ]

f. Proceed with design work and estimating for expansion of Receiver Building and Power Generating Plant, [ ] upon receipt of request from Commo.

g. Modification of Central Building for relocation of TSD/GARB facility.

h. Complete extensive project at [ ]

i. Proceed with planning and estimating for addition to building for [ ]

j. Continue planning, estimating, supervision, inspection and coordination on existing and planned construction, foreign and domestic.

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k. Coordinate with Logistics Services Division on appropriate means of supporting LSD's technical requirements.

l. Continue action to accelerate construction program [redacted] improve the quality of Navy inspection.

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m. Proceed with our plans to establish periodic operational tests of the two 2000 KW emergency generators at the Headquarters Building.

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✓ 5  
✓ a/ n. Do same planning in connection with the accelerated program of GSA to demolish the Tempos. Extreme pressure is being exerted on GSA by National Capital Parks and the White House to get them down at the earliest possible date. A recent conversation with [redacted] disclosed that a start might be made as early as late 1963 or early 1964. He will formally advise the Agency of GSA's present thinking on the subject.

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## Distribution:

Orig. - Addressee

1 - OL/RECD/official,w/ref  
1 - OL/RECD/chrono

[redacted]  
(23 January 1963)

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